

# Washington County Courthouse Renovation & Expansion

## PPEA Checklist

*Update: February 23, 2021*

*Dates are for planning purposes only*

	Courthouse committee meetings on monthly basis	4 p.m., 2 <sup>nd</sup> Wed./monthly
	Updates to HPRB/opportunity for input monthly	5 p.m., 1 <sup>st</sup> Wed./monthly
	County BOS passes resolution adopting PPEA Guidelines and recognizes courthouse renovation and expansion as qualifying project under the PPEA	November 24, 2020 Completed
	Determine and confirm Courthouse Advisory Committee* members for Conceptual Design initial review	December 2020/January 2021 Completed
	County BOS approves issuance of RFP for Conceptual Plan proposals	December 8, 2020 Completed
	Issue RFP for Request for Proposals for Conceptual Plan proposals	December 9, 2020 Completed
	Issue IFB for demolition of Elliott Building	January, 2021 Completed
	Receive conceptual plan proposals – must post within 10 working days after acceptance of proposal(s)	Deadline February 1, 2021 Completed
	Presentation to Abingdon HPRB for certificate of appropriateness to proceed with demolition of Elliott Building	February 3, 2021 Issued, subject to return to HPRB on March 3, 2021
	Present lowest bid for demolition of Elliott Building to BoS for approval contingent upon Certificate of Appropriateness from Abingdon Historic Preservation Review board	February 9, 2021 Board approved contract with contingency
	Courthouse Advisory Committee reviews conceptual proposals	February 15, 2021 Review completed & firms selected to submit Detailed Phase proposals
	Concept Plan deliveries to Town of Abingdon	Burwil – 2/5 J.A. Street – 2/8 Quesenberry's – 2/16 Completed
	Courthouse Advisory Committee decides to move forward to detailed phase with one or more proposers	February 15, 2021 Completed
	Courthouse Advisory Committee requests detailed phase proposal(s)	February 17, 2021 Completed

	County presentation to HPRB the timeline for review and explanation of process to involve HPRB in support of County request to proceed with demolition	March 3, 2021
	Possible approval of Certificate of Appropriateness for demolition from HPRB and completion of demolition	If Certificate awarded by HPRB, then contract could be signed on March 4, 2021, demolition would be completed no later than Friday, July 2, 2021
	Detailed Phase Proposals due and redacted copies posted to County website	March 31, 2021
	Courthouse Advisory Committee holds presentation(s)/interview(s) with selected firms with Courthouse Committee present to observe; and Courthouse Advisory Committee commences negotiations with selected firm	April 14, 2021
	Publication in Bristol Herald Courier of Notice of Public Hearing and post notice on County website with Conceptual Plans and Proposed Agreement available on website for public review (Va. Code § 56-575.17(B) and (C) and Va. Code § 15.2-1813, by analogy)	No later than April 20, 2021 for April 27 public hearing
	County BoS holds public hearing on proposals received (Va. Code § 56-575.17(B) – no later than 30-days prior to entering into an interim or comprehensive agreement.)	April 27, 2021
	Courthouse advisory committee negotiation and development of Interim Agreement	April-May, 2021
	County BoS review of Interim Agreement and entry into agreement, if so approved by the BoS	No sooner than 30-days after the public hearing on the Conceptual Plans and Proposed Agreement – probable public presentation to BoS date for approval: June 8, 2021
	Make all procurement records available upon request and post executed interim agreement. Va. Code § 56-575-17(D)	After Board approval and execution of Agreement
	BOS Approval of Guaranteed Maximum Price and Comprehensive Agreement	TBD

\* Courthouse Advisory Committee is a subgroup of the Courthouse Committee responsible for evaluation of proposals received in response to the RFP for design-build services and negotiation of the Interim Agreement and Comprehensive Agreement in accordance with the PPEA process and the County of Washington, Virginia PPEA Guidelines. Members consist of Honorable C. Randall Lowe, Jason Berry – County Administrator, Kevin Hill – Director, General Services, Tammy Copenhaver – Director, Budget and Finance.